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MEMORANDUM FOR: All Branch Chiefs

9 January 1953

SUBJECT: Personnel Assignment

1. Effective this date  is hereby designated Coordinator of Language Training for the Foreign Documents Division. His functions will be as follows:

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- a. Examines language training programs and recommends changes in these where applicable.
- b. Assures uniform standards in language training program.
- c. Reviews all candidates proposed by Branch Chiefs for language training and recommends to the Chief, FDD approval or disapproval.
- d. Acts as Liaison Officer with OO and CTR on language training.
- e. Reviews regularly progress of all trainees and recommends their removal from training where applicable.
- f. Maintains a roster of all FDD personnel in language training, including pertinent information on their progress.
- g. Advises on suitability of language instructors.
- h. Is ex officio a member of the Chinese Language Training Board and any other FDD boards or committees that may be constituted for language training purposes.

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J. S. BAGNALL  
Chief, Foreign Documents Division

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